

Confirmation of Participation

Date: [Insert Date]

Dear [Participant's Name],

We are pleased to confirm your participation in the Annual Tech Review scheduled for [Insert Date of Event] at [Insert Location]. Your insights and expertise will significantly contribute to the success of this event.

Event Details:

- **Date:** [Insert Date]
- **Time:** [Insert Start Time] - [Insert End Time]
- **Location:** [Insert Venue/Address]

Please let us know if you have any dietary restrictions or special accommodations needed.

Looking forward to your valuable participation!

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]